



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR AUDIO VISUAL ASSISTANT	25	E	7.848
AUDIO VISUAL ASSISTANT	23	E	7.837
AUDIO VISUAL ASSISTANT TRAINEE	20	E	7.838

SERIES CONCEPT

Audio Visual Assistants operate, maintain, and deliver Audio Visual equipment and provide for security and inventory control of same and perform related work as required.

Circulates and delivers audio visual equipment by maintaining a circulation file of service orders; planning and organizing scheduled and non-scheduled equipment deliveries; delivering and setting up equipment; testing and cleaning equipment; and picking up and returning equipment, in order to ensure instructors have audio visual teaching aids when needed.

Provides for equipment security by tracking location of equipment; notifying security officers of whereabouts; checking and securing locks and cables; and reporting theft or damage to local authorities, in order to protect and secure expensive equipment.

Trains individuals on operation or operates equipment by familiarizing instructors with procedures or complying with requests to run equipment; suggesting more efficient ways to use equipment; and holding formal sessions on equipment operation, in order to ensure proper and efficient use, and provide assistance when needed.

Performs minor repairs and adjustments by following service and maintenance instructions; changing lamps; cleaning lenses; adjusting tracking; and repairing films, in order to keep in good working order.

Provides inventory control by visiting storage locations; identifying numbered equipment; recording information; locating equipment in other areas; and reporting discrepancies, in order to account for all property.

Operates a variety of equipment such as: cassette recorders, transparency machines, laminators, Kroy lettering machines, and all audio visual equipment as needed to complete special projects and to assist the users in their operation.

CLASS CONCEPTS

SENIOR AUDIO VISUAL ASSISTANT

Senior Audio Visual Assistants perform the full range of duties as outlined in the series concept and may be responsible for graphics and media production. In addition, incumbents in this class are responsible for the supervision of subordinate Audio Visual Assistants. Supervision includes the selection, training, work assignment, performance evaluation and discipline of assigned employees.

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CLASS CONCEPTS (cont.)

AUDIO VISUAL ASSISTANT

Under general supervision, performs the full range of duties outlined in the series concept. This is the journey level for this class series.

AUDIO VISUAL ASSISTANT TRAINEE

Under direct supervision, receives training in performing some or all of the duties outlined in the series concept. This is the entry level for this class series.

MINIMUM QUALIFICATIONS

SENIOR AUDIO VISUAL ASSISTANT

EDUCATION AND EXPERIENCE

I

Graduation from high school or the equivalent and two years of full-time paid experience in the operation, maintenance and minor repairs of audio-visual equipment including supervision or training of users in the operation and use of audio-visual equipment; OR

II

One year of experience as an Audio Visual Assistant with the State of Nevada; OR

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to supervise and train assigned staff, work study students and faculty in the use and/or maintenance of A/V equipment. Ability to maintain effective communications. Ability to provide A/V services and information to meet the needs of the user based on available resources.

In addition, all other knowledge, skills and abilities required at the lower levels of this series.

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MINIMUM QUALIFICATIONS (cont.)

AUDIO VISUAL ASSISTANT

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent and one year of full-time paid experience in the operation and maintenance of audio-visual equipment; OR

II

One year experience as an Audio Visual Assistant Trainee with the State of Nevada; OR

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of copyright laws to determine if A/V materials could be duplicated. Knowledge of graphic and media duplication tapes. Knowledge of copyright laws.

Ability to supervise and train work study students and other users in the use/maintenance of A/V equipment. Ability to operate a personal computer to perform inventory and track equipment usage and repairs.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of how to operate and maintain A/V equipment used. Knowledge of inventory and security control to keep track of A/V equipment on loan.

Ability to interpret orders to determine what equipment is suitable according to room size, situation, instruction needs, etc. Ability to make minor repairs both at the shop and in the field (changing light bulbs, lenses, belts) on A/V equipment. Ability to plan and organize schedule for timely delivery/pick up of equipment. Ability to train users in the basic operation of audio-visual equipment.

In addition, all knowledge, skills and abilities required at the lower level of this series.

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MINIMUM QUALIFICATIONS (cont.)

AUDIO VISUAL ASSISTANT TRAINEE

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent which included training in electronics or a related field. (Six months experience in the operation and maintenance of audio-visual equipment may be substituted for the electronic training.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of all audio-visual (A/V) equipment used on campus. Knowledge of how to operate and maintain A/V equipment used. Knowledge of inventory and security control to keep track of A/V equipment on loan.

Ability to interpret orders to determine what equipment is suitable according to room size, situation, instruction needs, etc. Ability to make minor repairs (changing light bulbs, lenses, belts) on A/V equipment. Ability to plan and organize schedule for timely delivery/pick up of equipment. Ability to train users in the operation of audio-visual equipment. Ability to set priorities which accurately reflect the relative importance of job responsibilities.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Basic knowledge of electronics or related field.

Ability to establish and maintain effective relationships with users. Ability to prepare and maintain accurate records and reports. Ability to obtain appropriate information regarding equipment needs and specifications. Ability to explain policy and procedures to users.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.848</u> 7/1/89P 8/19/88PC	<u>7.837</u> 7/1/64	<u>7.838</u> 5/11/72
REVISED:	7/1/95P 9/16/94PC	11/16/72	11/16/72
REVISED:		12/19/85-12	12/19/85-12
REVISED:		7/1/89P	7/1/89P
		8/19/88PC	8/19/88PC
REVISED:		7/1/95P	7/1/95P
		9/16/94PC	9/16/94PC